



## Citizens Guide to Licensing Dogs & Impoundment Process

### I. Dog License Information

- According to the Eudora City Code, Chapter 2, Section 2-202, each dog residing in the city must be licensed after six months of age or within thirty (30) days of residing within the city limits
- Each dog tag expires on May 1<sup>st</sup> of each year
- Renewal reminders are mailed by the City Clerk's office prior to the expiration date

### II. Steps to License a Dog in Eudora

Owners must submit the following information to the City Clerk's office:

1. Current rabies certificate from licensed veterinarian
2. Spay certificate from licensed veterinarian unless it is noted on rabies certificate
3. Licensing fee (Refer to fee schedule below)

Fee Schedule	
Male or Spayed Female	\$10.00
Female (not spayed)	\$15.00
First Replacement Tag	No charge
Additional Replacement Tag	\$10.00

The following submittal methods are available to owners wishing to license a dog:

- Owners may submit the licensing information to the City Clerk's Office located at 4 E. 7<sup>th</sup> Street
- Owners may drop off the information using the utility drop box on the east side of the City Hall and tags will be mailed to the owner
- Owners may mail the licensing information to the City Clerk's Office: City of Eudora, PO Box 650 Eudora, KS 66025
- Owners may e-mail licensing information to the following address [eileenuc@sunflower.com](mailto:eileenuc@sunflower.com) and pay for the licensing fee over the phone with a credit or debit card by calling the City Clerk's Office at 785-542-2153

### **III. Impoundment and Retrieval Process**

Dogs found running at large within the city limits will be placed in the Eudora dog pound for a maximum of four (4) days. To retrieve your animal from the Eudora Dog Pound the following must be completed:

- Proof of current City license receipt/tag (Should the owner not have this information, City staff may review City records for verification of tag.)
- Impoundment fees paid (First offense is \$50 plus \$10 for each additional offense)
- Boarding fees paid (\$6.00 per day)
- Proof of current rabies vaccination (Should the owner not have this information available, City staff may call the owner's veterinarian for verification.)
  - If impounded animal does not have a current rabies vaccination, a pre-paid vaccination is required and may be purchased at the Eudora Animal Hospital

Dogs not redeemed after four (4) days at the Eudora Dog Pound will be taken to the Lawrence Humane Society to be held for an additional three (3) days. Should the Lawrence Human Society not have available housing, the Eudora Dog Pound may house the animal until the Lawrence Human Society has available housing. After the Lawrence Human Society houses the animal, the owner will need to abide by their guidelines for retrieval of the animal as well as provide a receipt from the City of Eudora stating all City boarding fees have been paid before the Lawrence Humane Society will release the animal to owners. The fee for housing an animal at the Lawrence Humane Society is \$40.00.

### **IV. Fines for Dog at Large**

The Eudora Police Department issues citations for "dog at large" to owners of dogs that are picked up and placed at the Eudora Dog Pound. Following payment of the applicable fees for boarding at the Eudora Dog Pound and the Lawrence Human Society, owners may receive a ticket from the Eudora Police Department. Payment of this fine is not required prior to redeeming a dog from the Eudora Dog Pound or the Lawrence Humane Society.